



Agenda – 9th Jan 2017
Blackwater Valley Canoe Club

1. Welcome and Apologies **(5mins)**
2. Matters arising/minutes of the previous meeting - see previous actions list below (s) **(5mins)**
3. Communications i.e. news, leaflets, posters, feedback, website updates **(5mins)**
4. Finances - Interim Budget / Cash flow **(5mins)**
5. Fees inc. Membership, Session & Equipment Hire **(10mins)**
6. Equipment - Repairs, Maintenance, Bids for new **(10mins)**
7. Coaching, Courses & Club Development **(10mins)**
8. Sections **(10mins)**
 - a. SUP
 - b. Inland Touring
 - c. Sea
 - d. Polo
 - e. Slalom
 - f. Marathon
 - g. Freestyle
 - h. White Water Inland
 - i. White Water Rafting
 - j. Wild Water Racing

BREAK

9. Session Arrangements **(10mins)**
10. Event Arrangements **(10mins)**
 - a. Trips
 - b. Socials
 - c. Courses
 - d. Tasters
11. Affiliations - British Canoeing, Canoe England, Clubmark etc. **(5mins)**
12. Club Safety **(5mins)**
13. Welfare **(5mins)**
14. Changes to Constitution **(5mins)**
15. A.O.B. **(15mins)**
16. Date of upcoming Meetings (i.e. Management Committee, Whole Committee, Whole Club, Coaches, AGM) **(5mins)**
17. Meeting Close

Who	Actions	Status	Target Date
3. Communications - Newsletters, Leaflets, Posters, Website, Feedback			
Gemma	Review Newsletter Requirements using Analytics	Complete	Oct 2016
	Arrange for Leaflets and Black File Unit to be moved to Yately	In Progress	Oct 2016
	Setup clothing ordering form for the bulk order	Complete	Nov 2016
	Get a standalone clothing order page set up	Complete	Dec 2016
Everyone	Continue engagement on Twitter	Complete	Ongoing
4. Finances – Interim Budget / Cash Flow			
5. Fees – Membership, Sessions, Equipment Hire			
Gemma	Update the Fees Guide to remove the equipment hire fee for canal sessions	Complete	Oct 2016
Richard	Fees Review Proposed for the Polo Meeting on 10 th Oct	Complete	Oct 2016
6. Equipment – Repairs, Maintenance Bids for New			
Gary	Investigate equipment order for: <ul style="list-style-type: none"> • BAs – colour coordinate – types not fully decided • 2 SUPs – two inflatable • 1 x Sit on Top for smaller paddlers (youth) • 4 x Asymmetric Small Paddles, 2 x Left Asymmetric Small Paddles 	In Progress	Oct 2016
	Arrange a kit store day to categorise the boats and bays and review the older boats that need to be sold/disposed of	In Progress	Dec 2015
	Evaluate improving security of smaller equipment, replacing the cupboard with filling units contacting the Lido to verify (Gemma to help)	In Progress	Dec 2015
	Review the paddle holders bins vs trolleys	In Progress	Dec 2015
Richard	Equipment proposal for larger boats and proposal for pontoon (inc funding sources)	In Progress	
Alex	Re-created the excel spreadsheet to build better searching and do up the inventory	Complete	Oct 2016
7. Coaching, Courses & Club Development			
Gemma	Setup PaddlePower Passport/Discover and 1*/2* Final Training & Assessments	Complete	Oct 2016
	Help set up a development program for those working on advanced skills	Complete	
	Include Safeguarding and other Coaching Modules such as Coaching the Mind etc. into the events plan	Complete	Nov 2016
Nigel	To look ahead at next year's events guide and start to evaluate which courses people are interested in and help them to set up getting on a course	Complete via Events Plan	Nov 2016
8. Session Arrangements			
Richard	Investigate venues for polo that could facilitate competitions	Ongoing	Ongoing
Gemma	Setup Weekly Signup	Complete	a.s.a.p
9. Events Arrangements - Upcoming Trips, Socials, Courses, Tasters, etc.			
Nigel	To book and finalise the Dart Trip	Complete	a.s.a.p
	To investigate accommodation (scout hut?) for Hurley Classics	Complete	a.s.a.p
	Release a Jan-Mar program	Complete	Nov 2016
Sophie	Organise the Xmas Meal Date and Venue	Complete	Oct 2016
10. Sections - i.e. SUP, Polo, Freestyle, White Water, etc.			
11. Affiliations – British Canoeing, Canoe England, Clubmark, etc.			
12. Club Safety			
Ed	Amend procedures with feedback from Aldershot Lido, Safety Meetings & BC Guidelines	In Progress	Ongoing
	Generate event check list	Not Started	Ongoing
	To provide a list of everyone who has a valid DBS to the remaining committee so we can encourage everyone to re-do it that requires to.	In Progress	a.s.a.p.
13. Club Welfare			
14. Changes to the Constitution			
15. AOB			
16. Date of Next Meeting			